

DUTY STATEMENT

305 (1/76)

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| ORGANIZATION (DIVISION/REGION/BOARD) RWQCB 5, Sacramento | RPA 14-150-05 | POSITION # 150-3846-010 | DATE July 2014 |
| NAME OF EMPLOYEE (IF APPLICABLE) Vacant | | | |
| CURRENT CLASSIFICATION Water Resource Control Engineer (WRCE) | | PROPOSED CLASSIFICATION (IF APPLICABLE) | |
| NAME OF SUPERVISOR James Marshall | | | |
| CURRENT CLASSIFICATION OF SUPERVISOR Senior Water Resource Control Engineer | | REVIEWED AND APPROVED BY SIGNATURE | |
| SUPERVISION EXERCISED (IF APPLICABLE) | | | |
| 1. DIRECTLY SUPERVISED | | 2. INDIRECTLY SUPERVISED | |
| NO. OF EMPLOYEES | CLASS TITLE | NO. OF EMPLOYEES | CLASS TITLE |
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| DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED. | | | |
| % OF TIME | DUTIES | | |
| | Under the direct supervision of the Senior WRCE and consistent with good customer service practices and the goals of the State and Regional Water Boards' Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and solicit and consider internal/external customer input when completing work assignments. The incumbent performs professional engineering work and interprets the results in terms of its engineering significance. The incumbent must have the ability to perform field investigations. Specific responsibilities include: | | |
| 40% | Review, revise and/or prepare new or updated NPDES permits (permits) and waste discharge requirements (WDRs), self-monitoring programs and reporting schedules for industrial and municipal discharges: coordinate review process with applicable industry or agencies representatives, engineering consultants and other interested parties. Utilize sound engineering judgment and expertise to develop final permit/WDRs drafts and corresponding documents, and conduct other water quality control-related tasks. Gather engineering information and substantiating data for Water Board presentations Make Board presentations as required. | | |
| 25% | Prepare enforcement orders for Water Board consideration: gather engineering information and substantiating data for Water Board presentations and enforcement actions; make Board presentations as required. | | |
| 20% | Conduct and check engineering calculations of technical and monitoring reports: prepare and/or supervise preparation of maps, graphs other visual aids; prepare correspondence; analyze and interpret data for evaluation of waste discharge compliance with prescribed specifications. | | |
| 5% | Conduct pre-permitting site inspections of wastewater treatment facilities and industrial facilities to facilitate development of permits/WDRs. Use sound engineering judgment and expertise to make appropriate observations and documentation: prepare inspection reports and other follow-up tasks as required. | | |
| 5% | Conduct meetings with dischargers, State and local agencies, engineering consultants, the public and others to advise and consult on water quality issues pertaining to specific discharges of wastes. Provide clarification and interpretation of Water Board policies and water quality control plans. Participate in public information events upon request. | | |
| 5% | Perform other duties as required. | | |